



**CITY OF ROCHESTER, MINNESOTA**  
**POLICE CIVIL SERVICE COMMISSION**  
**SUSAN MARINO DAVE HENSLIN TIM HEALY**



**NOTICE OF EXAMINATION** FOR THE POSITION OF **COMMUNITY SERVICE OFFICER** IN THE POLICE DEPARTMENT OF THE CITY OF ROCHESTER, MINNESOTA.

**NOTICE IS HEREBY GIVEN:** that an examination to establish an eligible list of candidates for the position of Community Service Officer in the Police Department of the City of Rochester, Minnesota, will be conducted.

Application materials are available from the City of Rochester website [www.rochestermn.gov](http://www.rochestermn.gov) or the Human Resources Department, 201 4<sup>th</sup> St SE, Rochester, Minnesota. Completed applications must be received no later than December 17, 2012.

**NATURE OF WORK**

A Community Service Officer performs general duty civilian public safety work consisting of protecting life and property, maintaining order, preventing crimes, and enforcing laws and ordinances.

**MINIMUM REQUIREMENTS**

1. U.S. Citizen
2. Eighteen (18) years of age
3. High school diploma or equivalent
4. Valid State of Minnesota driver's license or equivalent out-of-state license.
5. Shall not have been convicted of a felony in this state or any other state or in any federal jurisdiction, or any offense in any other state or federal jurisdiction, which would have been a felony if committed in this state, and must not have been convicted of any other offense which would bar the applicant from eventually obtaining a Minnesota Peace Officer's license.
6. Must be free from any physical or psychological condition which might adversely affect the performance of the duties required of the position.

**SCOPE AND SCORING OF EXAMINATIONS**

Each qualified applicant for the position of Community Service Officer shall complete the following:

**PHASE I - APPLICATION AND RESUME**

Each application shall be evaluated based on a 100 point rating system that assigns value to education, experience, knowledge, skills, and abilities that relate most closely to the duties and responsibilities of the job and the needs of the Rochester Police Department. To this score shall be added veteran's preference points as prescribed by law. Candidates shall be placed on the application register for Community Service Officer based on their application/resume score. The candidates highest on the list shall proceed to Phase II, the number of candidates moving to Phase II being at least two times the number of vacancies intended to be filled. In the event of a tied score on the application register, the Police Chief or his/her designee shall meet with the City Clerk or his/her designee who shall, by random lot, break all ties which shall thereafter be accurately reflected on the application register.

When a disparity exists between the make-up of the Police Department and the City's approved affirmative action goals as identified in its Equal Employment Opportunity Plan, the Commission may direct that the top two applicants from any protected group proceed to Phase II of the testing process. These candidates shall be in addition to the other candidates moving to Phase II.

**PHASE II - INITIAL SCREENING INTERVIEW**

Phase II testing consists of a scored initial screening interview. The interview will be administered by police department supervisors. Candidates will be given a raw score on the interview. Telephone interviews are permitted. The candidates completing Phase II shall be ranked based on their scores obtained from the interview, after adjustment for veterans' preference. The highest ranked candidates shall advance to Phase III of the examination process.

**PHASE III - ORAL INTERVIEW, ASSESSMENT OF CANDIDATE'S WRITING ABILITIES, AND JOB-RELATED PHYSICAL AGILITY EXAMINATION**

The oral interview will be conducted by a panel of evaluators and candidates will be given a raw score on the interview. Performance on the written assessment will be evaluated and scored by a panel of evaluators as assigned by the Police Chief. The interview panel shall consist of one member of the Rochester Police Department and two citizens. Telephone interviews will not be permitted.

The assessment of writing abilities shall consist of presenting each candidate with a basic work-related scenario and requiring each candidate to write a report detailing his/her observations and/or conclusions and/or actions that need to be taken to properly handle the factual circumstances depicted in the scenario. The writing assessment shall be administered by the Rochester Police Department Services Division or designee. Scoring shall be based upon criteria determined by the Police Chief.

The job-related physical strength and agility examination shall be administered by the Rochester Police Department Services Division. Scoring shall be pass/fail.

The candidates successfully completing Phase III shall be placed on the eligibility register for Community Service Officer in order based on their scores obtained, after adjustment for veteran's preference, as appropriate.

Any candidate failing to appear for any part of the Phase III testing or to submit a complete application containing all required information by the stated deadline, shall be considered to have abandoned their application and their name shall be removed from the application register.

### **PHASE III            MAYOR'S APPOINTMENT**

Appointment shall be conditional upon each candidate's successful completion of a:

1.        Medical examination, including a drug screening
2.        Psychological evaluation
3.        Background investigation

If a candidate fails any of the above examinations, the candidate's name shall be removed from the application and eligibility registers.

### **CONDITIONAL APPOINTMENT STATUS**

In order to comply with the Minnesota Human Rights Act, the Mayor's appointment shall be conditioned upon the candidate's successful completion of the medical and psychological examinations. The medical and psychological examinations shall be completed and approved prior to the candidate beginning employment with the City.

### **PROBATIONARY PERIOD**

Upon appointment, a Community Service Officer is subject to successful completion of a six (6) month probationary period as outlined in Section 20A of the Rochester Police Civil Service Rules and Regulations.

### **COMPENSATION**

2012 Starting Pay: \$20.164 per hour, with advancement to \$23.714

/s/ Dave Henslin, Secretary  
ROCHESTER POLICE CIVIL SERVICE COMMISSION

Equal Opportunity Employer